KANSAS VOTERS' MANUAL

By MARY E. DOBBS

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By
MARY E. DOBBS

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BY
MARY E. DOBBS

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The purpose of this little book is to aid the women of Kansas in discharging the duties of citizenship. The sincere desire of the author is that the new element in Kansas political life will be one of intelligence and inspiration leading to the highest ideals in civic life.

MARY E. DOBBS

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For General Reference—Civics and Citizenship by Miss Anna E. Arnold.
The Community and the Citizen by Arthur William Dunn.
For Study of School Laws—The School Law of Kansas.
Child Labor Laws, 1909—School Laws of Kansas, Chap. 5.
Juvenile Court Laws—School Laws of Kansas, Chap. 14.
Legislative Manual—Mrs. Margaret Dye Ellis.

I.

VOTING

STATE, COUNTY, TOWNSHIP, AND CITY ELECTIONS.

Who May Vote.

Every person of twenty-one years and upwards belonging to either of the following classes, who shall have resided in Kansas six months next preceding any election, and in the Township or Ward in which he offers to vote, at least thirty days next preceding such election, shall be deemed a qualified elector: 1st. Citizens of the United States; 2nd. Foreigners who shall have declared their intention of becoming citizens according to the provisions of the law.

Registration.

In Cities of the First and Second class all citizens must register with the City Clerk or Commissioner of Elections, at least ten days before the time of election.

Registration books are closed ten days before each election.

If the person has moved, even within the same precinct, or failed to vote at the previous regular election he or she must register again before being entitled to vote.

Elections Precincts or Districts.

Each Township, unless divided by law into more than one district, shall compose one Election District.

Each Ward in a City that is divided into wards shall compose one election district.

In First and Second class cities there must be as many precincts as there are wards. In the large cities the wards

may be divided according to law into precincts within the ward and each precinct will compose a separate Election District.

Polling Places.

Township Trustees, Mayors and Clerks of incorporated cities, and the Commissioners, or the Election Commissioner, if there be one, shall provide suitable place in each district or precinct in which to hold elections.

A voter must vote at the place designated as the polling place in his or her precinct.

Absent Voters.*

When necessarily absent from home on election day, any qualified elector may vote in any voting precinct where he may present himself, provided he has not voted at any other precinct that day. Such ballots shall be placed in envelopes and filed with the County Clerk of the County in which the vote is cast and he will forward the same to the County Clerk of the County where the voter belongs.

Description of Ballots.†

At the General Election there shall be a set of ballots designated as (1) the Official General Ballot, containing the names of candidates for all National, State, Congressional, Legislative and County offices; (2) the Official Township Ballot, with the names of the candidates for all the Township offices; (3) the Official City Ballot (in city elections) with names of candidates for City offices; (4) the Official Judicial Ballot with names of candidates for Justices of the Supreme Court and Judges of the District Court; (5) if there are any amendments or propositions, the Official Special Ballot.

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*Absent Voters. Session Laws 1911, Chap. 181.
†Ballots. Session Laws 1913, Chap. 144.

Judges and Clerks of Election*

There are two Clerks and three Judges of Election appointed by the Trustee of the Township; or by the Mayor or the Commissioner of Election for the City for each voting precinct who serve at the election and count the ballots and certify the results to the proper officer. Not more than two of the Judges and one Clerk shall belong to the same political party.

How to Cast a Ballot.†

(1)(a). In all voting places except in First and Second class cities where registration is required, the Voter shall enter the polling place and announce his name to the Judge of Election, who in turn repeats the name, and the Clerks of Election write the name on the poll books, and unless challenged and disqualified, the Judge in charge of the ballots shall give to the Voter a numbered set of ballots. The ballots are numbered to correspond with the Voter's number on the poll book.

(b). In cities of the First and Second class the Voter enters the polling place and anounces his name and address to one of the Judges of the Election. This Judge then announces the name and the Judge in charge of the registration list finds the name on the list. If it is there and correct, he announces it and the Clerks of Election write it on the poll book.

The Judge in charge of the ballots then gives to the Voter a set of ballots numbered to correspond to the number of the Voter's name on the poll book.

(2). The Voter shall retire alone into one of the booths to mark his ballot.

(3). He shall use the soft lead pencil provided in the booth, (the use of a pen or indelible lead pencil invalidates the ballot), and make a cross in each square at the right of the names of the persons for whom he wishes to vote, and in no other squares.

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*Judges and Clerks of Election. Gen. Statutes 1909, Par. 3266 and Par. 9569.
†How to Cast a Ballot. Session Laws 1913, Chap. 189.
Gen. Statutes 1909, Par. 3269.

If he desires to vote for any one not on the ballot he shall write the name in the blank space under the proper office and make a cross in the square at the right of the name.

When a Constitutional Amendment or other proposition or question is submitted to popular vote the Voter must mark in the square opposite the answer he wishes to make.

(4). After marking the ballots he shall fold each ballot separately so as to conceal all names of candidates on the ballot and all marks thereon, with the printed endorsement and the number of the ballot in view.

(5). He will then pass out of the booth and hand the ballots to one of the Judges who will clip the number from the corner of each and deposit each ballot in the proper ballot box.

(6). The Voter shall then retire from the enclosed space and shall not be permitted to enter again after voting.

(7). A Voter may not remain longer than five minutes in a booth if others are waiting to vote.

(8). No Voter shall vote or offer to vote any ballot except such ballot as he has received from the Election Judge.

(9). No person shall take any official ballot from the polling place before the polls are closed.

Spoiled Ballots.

If a voter tears, defaces, or wrongly marks a ballot he shall return the same to the Judges and receive another in its place. No more than three sets, however, can be furnished the same person.

If, however, person marks a ballot for two candidates for the same office, that does not invalidate the rest of the ballot, but the persons so voted for are not counted.

If a voter decides not to vote after having received a ballot he shall notify the Election Officers and surrender to them all official ballots which he has received, before he leaves the enclosed space.

CHALLENGED VOTE.

If a voter is challenged and shall vote after having been sworn the second time, as now provided by law, the number shall not be clipped from his ballots when deposited in the ballot boxes.

Physical Disability.

By making oath that he is physically unable to mark his ballot, a Voter may receive assistance from a Judge and a Clerk (not of the same political party) in marking his ballot. Record shall be made that such assistance was given, but no information as to how he voted shall be given out by them.

Intoxication.

Intoxication is not a physical disability and an intoxicated person shall not receive assistance in marking his ballot.

Form of Ballots.

(See sample ballot at back of book.)

Ballot boxes in the General and City Elections.

There shall be a ballot box marked for General Ballots, another for Township Ballots, and one for Special Ballots, if there are any Amendments or propositions.

In City Elections, there shall be one marked City Ballots, and one, Special Ballots, if there be any special propositions or questions to be voted upon.

II

ELECTIONS THROUGHOUT KANSAS

Presidential, Primary, General, and City.

(1) Presidential Election is held the first Tuesday after the first Monday in November every fourth year. The next Presidential Election will be held in 1916.

(2) Primary elections are held on the first Tuesday in August each even numbered year at which time nominations for each State, County and Township office are made by each political party for candidates to be voted for at the November election following.

*Candidates' names are placed upon the primary ticket by petition and must be signed as follows:

For State offices by one per cent of voters in ten Counties voting with that party at the previous election, and not more than ten per cent, or at least one per cent of party vote in twenty counties.

For District offices, two per cent of voters in one-half the Counties of the District, and no more than ten per cent of party vote in District.

For County offices, three per cent of voters and not more than ten per cent.

For City offices (except Councilmen), two per cent of party voters in one-fourth of the election precincts, and not less than five nor more than ten per cent of party vote in the City. For Councilmen, two per cent of party vote in one-half precincts of ward and not more than five per cent.

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*Candidates Names. Session Laws 1913, Chap. 190.

For cities with Commission form of government, nominations are nonpartizan and the petitions for candidates must contain the names of not less than twenty-five qualified electors of the City.

*Independent candidates for States offices must have 2500 names upon petition.

For office in County, District or division less than a State, by not less than five per cent and in no case less than twenty-five voters.

For other offices, five per cent of voters of Township, City or Ward, and not less than ten names.

†(3). The General State elections are held on the first Tuesday after the first Monday in November each even numbered year.

(4). City elections. (See City Government).

At the General State election the following officers are elected for a term of two years each:

Governor, Lieutenant Governor, Secretary of State, Auditor, Treasurer, Attorney General, and Superintendent of Public Instruction, 125 Representatives to the State Legislature and eight members of the National House of Representatives.

At the time of the Presidential election, forty State Senators are elected to serve four years.

One United States Senator will be elected at the general election in 1914 and one in 1918, each to serve six years.

Justices of the Supreme Court are elected each two years who serve six years.

District Judges are elected at general elections to serve four years each.

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*Independent Candidates. Gen. Statutes 1909, Par. 3252.
†General State Elections. Gen. Statutes 1909, Par. 3117.

Presidential and Vice Presidential Elections.

The Constitution of the United States provides that the President and Vice President shall be elected by electors chosen by the people. The number of Presidential Electors in each State shall be equal to the number of Representatives and Senators in Congress. Kansas has ten electors.

These electors are elected on the first Tuesday after the first Monday in November every fourth year. The election of Electors is called a Presidential Election.

As the electoral candidates of each party are pledged to vote for the National party candidates for President and Vice President, the political party, having the greatest number of electoral candidates elected, has practically elected the President and Vice President of the United States.

The electors meet in the State Capital the second Monday in January to cast their votes in writing for a President and a Vice President.

These votes are sealed and sent by a special messenger to Washington to the President of the Senate where they are counted the second Wednesday in February in the presence of the House and Senate assembled together, and the names of the candidates elected President and Vice-President are announced.

III

NATIONAL GOVERNMENT

Departments.

The National Government is divided into three departments: Executive, Judicial and Legislative.

Officers, Executive Department.

(President, Vice President, and Cabinet.)

The President assumes his office on March 4 following his election, and serves for a term of four years. His salary is $75,000 annually. He is Chief Executive of the Nation and as such has the following powers and duties: (1) He is Commander in Chief of the Army and Navy; (2) Keeps Congress informed as to the condition of the Union; (3) Recommends measures to Congress; (4) Commissions all officers of the United States; (5) Grants pardons and reprieves (except in case of impeachment); (7) Appoints members of his cabinet; and by and with the advice and consent of the Senate has power (1) to make treaties; (2) to appoint Ambassadors, Consuls and other public ministers; (3) to appoint Judges of the Supreme Court; (4) to commission all other officers of the United States.

Vice President

The Vice President takes his office on the same date as the President and serves for four years.

The Vice President is President of the Senate and in case of prolonged illness or death of the President he succeeds to the Presidency.

His salary is $12,000 per annum.

The Cabinet

The members of the Cabinet are the heads of the various departments and are appointed by the President. They form his advisory council.

The officers at the head of the nine departments of State for the term 1913-1917 are:

Secretary of State, William Jennings Bryan, Nebraska.
Secretary of Treasury, W. G. McAdoo, New York.
Secretary of War, L. M. Garrison,
Attorney General, James G. McReynolds, Tennessee.
Postmaster General, Albert Burleson, Texas.
Secretary of Navy, Josephus Daniels, North Carolina.
Secretary of the Interior, Franklin K. Lane.
Secretary of Agriculture, D. F. Houston.
Secretary of Commerce and Labor, William B. Wilson, Pennsylvania.

The salary of each of these is $8,000 per year except the Secretary of State who receives $12,000.

THE LEGISLATIVE DEPARTMENT

Congress

(1) Senate, (2) House of Representatives.

The legislative powers of the United States are vested in Congress which is composed of two houses, the Senate and the House of Representatives. All laws for the Nation are passed by these two Houses.

Sessions of Congress.

There are two sessions of Congress, known as the short and the long session.

Each Congress, as it is called, includes all the sessions regular and special from March 4th in one odd year to March 4th in the next odd year. Congress convenes the first Monday in December in the odd year following the election of Representatives. This session, known as

the long session, may continue until the next December, but usually adjourns in July or August. The second session, known as the short session, begins the first Monday in December of the even year and continues until March 4th when that Congress must adjourn. A special session may be called in the interim by the President.

The term of Congress for 1913-1914 is the sixty-third Congress.

The Senate

Each State is represented in the Senate of the United States by two Senators, who are elected by the electors of the State. Senators take their office on March 4th following their election and serve a term of six years. As one third of the Senators retire every two years the Senate is a permanent body, renewed every six years.

The Vice President is President of the Senate, but without vote except in case of tie, and without privilege of debate.

A President *Pro tempore* is elected from the Senators to preside in absence of the Vice President.

The salary of each Senator is $7,500 per year.

Kansas' United States Senators are:

Joseph L. Bristow, (Rep.), Salina, term expires 1915.

William H. Thompson, (Dem.), Garden City, term expires 1919.

The Seventeenth Amendment to the Constitution of the United States has been ratified by the required number of States and from this time on, Senators will be elected by the vote of the people, the same as State officers are now.

Each State is divided according to population into a number of Congressional districts and one Representative is elected to Congress from each district. There will be 435 members of the House of Representatives under the new apportionment which went into effect March 3, 1913.

Representatives are elected at the General State Elections. They take their office March 4th following their election and serve two years.

The presiding officer of the House is elected by the House and is called the speaker. His salary is $12,000 per year.

Each Representative receives a salary of $7,500 per year.

Kansas has eight representatives.

THE JUDICAL DEPARTMENT

Federal Courts.

The judicial power of the United States is vested in the Federal Courts which deal with cases beyond, or entitled to pass beyond the jurisdiction of the State Courts.

The following are the divisions of the Federal Courts; (1) The Supreme Court; (2) The Circuit Court of Appeals; (3) The District Courts; (4) Court of Claims: (5) Court of Commerce; (6) Territorial Courts; (7) Courts of the District of Columbia; and (8) The Court of the Customs Appeals.

The Supreme Court.

This Court consists of the Chief Justice and eight Associate Justices who are appointed by the President for life. It is in session in Washington from October until July each year.

The Chief Justice receives a salary of $15,000 and each Associate $14,500 per year.

Circuit Court of Appeals.

The States are divided into nine Judical Circuits, in each of which is a Circuit Court of Appeals. This Court tries only cases appealed from the District Courts of that Circuit. A Circuit Court of Appeals is held by a Supreme Court

Justice who is assigned to that Judical Circuit and by Circuit Judges of that Circuit. District Judges may sit when designated for that duty by the presiding Circuit Judge or Justice. Kansas is in the Eighth Judicial Circuit.

District Courts.

Each Judicial Circuit is divided into a number of Judicial Districts. There are ninety in all.

District courts try cases within their own Judicial districts and have original jurisdiction only. This court is held by a District Judge. A District Judge receives a salary of $6,000 per year. Kansas is a single Judicial District.

Other Courts.

The other courts mentioned have jurisdiction in special cases or territory.

KANSAS GOVERNMENT

In common with all other states, Kansas has three departments of Government: (1) The Executive; (2) The Legislative; (3) The Judicial.

The Executive Department.

The Executive department consists of the Governor, Lieutenant Governor, Secretary of State, Auditor, Treasurer, Attorney General, and Superintendent of Public Instruction, who have been elected for a term of two years beginning the second Monday of January in each odd numbered year.

Governor.

The Governor is chief executive of the State. Some of his duties are:—(1) To sign or veto bills passed by the Legislature; (2) To call extra sessions of the Legislature; (3) To communicate to the Legislature information regarding condition of the State; (4) To recommend laws he deems necessary; (5) To use pardoning powers; (6) To make appointments and fill vacancies; (7) To call out militia to execute laws; (8) To appoint certain boards and officials with consent of the Senate.

He receives a salary of $5,000 per year.

Lieutenant Governor.

The Lieutenant Governor is President of the Senate, and in case of vacancy he becomes Governor. As presiding officer of the Senate he has a vote only in case of a tie.

His salary is $700 a year and $6 per day during session of Legislature.

The other executive officers receive a salary of $2,500 per year, except the Secretary of State who receives $3,600.

The Legislative Department.

The State Legislature is composed of two houses, the Senate and the House of Representatives. The Legislature passes the bills which become laws for the State.

It meets once in two years, beginning the second Tuesday of January of each odd year, for a session of fifty days. If the session is longer the members are not paid for the extra time.

The Governor may call an extra session which may last for thirty days; if longer, the members do not receive pay for the extra time.

The Senate.

The Senate consists of forty members elected by the people, one from each Senatorial district, for a term of four years.

The House of Representatives.

The House consists of 125 members, one from each of the 105 Counties, and in case of thickly populated Counties they may be divided into several districts with one for each district. The Representatives are elected for a term of two years

The presiding officer is elected by the House, and is called the Speaker.

The salary of Senators and Representatives is three dollars per day for not more than fifty days.

The Judicial Department.

The Judicial power of the State is vested in a (1) Supreme Court; (2) District Courts; (3) Justices of the Peace and (4) other inferior courts (City Courts, Probate Courts, Justice Courts, Juvenile Courts).

The Supreme Court.

The Supreme Court consists of a Chief Justice and six

Associate Justices, elected for a term of six years with a salary of $4,000 each, per year.

Two Justices were elected in 1912, three will be elected in 1914, and two in 1916.

*District Court.

Kansas is divided into thirty-four Judicial Districts. Three sessions of court are held in each County at the County Seat each year. These District Courts are held by the District Judge who is elected for a term of four years. The salaries, with one exception, are $3,000 per year.

The District Court has jurisdiction in cases appealed from City and Justice Courts and the Probate Court; and original jurisdiction in civil and criminal cases.

†COUNTY GOVERNMENT

Each County is governed by County officers and a Board of County Commissioners.

Board of County Commissioners.

Each County is divided into three Commissioner Districts known as Districts Numbers One, Two, and Three.

One Commissioner is elected at one General Election and two at the following General Election, each to serve four years, beginning the second Monday in January after his election. This makes a permanent Board of three members.

The chief duties of the Board are: to levy the County tax; to open, alter and repair roads and build bridges; to build and repair County buildings; to apropriate money for current expenses; to have oversight of the Business of the County and to represent the County in legal matters.

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*District Court. Gen. Statutes 1909, Par. 2390, Par. 3624.
†County Government. Gen. Statutes 1909, Par. 2507.

On the first Monday in June the County Commissioners meet as a Board of Equalization for the County and decide any appeals from the Board of Review and equalize and adjust personal and township assessments.

County Officers.

The other elective County officers are: a County Attorney, Sheriff, County Clerk, Treasurer, Register of Deeds, Coroner, Superintendent of Public Instruction, Assessor, Surveyor, Probate Judge, Clerk of the Court, and are elected at the General Election for a term of two years. They assume their offices the first Monday in January following the election, except the County Superintendent, whose term begins the second Monday in May, and the County Treasurer who begins the second Tuesday in October.

In Counties with over 45,000 population there is an Auditor who serves two years and is appointed by the District Court of that Judicial district.

The County Commissioners also appoint the County Health Officer, who serves during the pleasure of the County Commissioners; a *Matron for the County jail who shall have charge of women prisoners, and in Counties of 22,000 and over, a Commissioner of the Poor, to serve two years.

County Attorney.

The County Attorney represents the people in the courts of the County, is advisor of the County officers and has control of the legal affairs of the County. He is also Divorce Proctor for the County, and as such must inquire into each cause of action for divorce before the petition is filed. He may appoint a special deputy in Counties of over 60,000 who shall be known as the Divorce Proctor.

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*A Matron. Session Laws 1913, Chap. 154.

COUNTY COURTS

Probate Court.

The Probate Court is a court of Record, and has jurisdiction over the estates of deceased persons, minors and persons of unsound mind, issues all marriage licenses, and has jurisdiction in cases of habeas corpus. The officer of the court is the Probate Judge.

Juvenile Court.

There is in each County a Juvenile Court whose jurisdiction shall pertain to the care of dependent, neglected and delinquent children under sixteen years of age. The Probate Judge of the County is Judge of the Juvenile Court.

Probation Officer.

The Probation officers are appointed by the Juvenile Court and must be discreet persons of good character. They may be men or women.

*Small Debtors' Court.

A small Debtors' Court may be established, if there be need, by County Commissioners for the County or by Mayor and Council, or City Commissioners for the City. This court shall have jurisdiction for administration of justice concerning the collection of small sums for wages, work or labor or other small debts. A reputable citizen of integrity and sympathy for the poor and unfortunate, but not a lawyer, shall be appointed Judge, who shall serve during the pleasure of the appointing power and not more than four years, and shall serve without pay.

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*Small Debtor's Court. Session Laws 1913.

*TOWNSHIP GOVERNMENT

The officers of a municipal Township are one Trustee, one Clerk, one Treasurer, known as the Township Board, two Constables and two Justices of the Peace, elected at the General Election for a term of two years.

Duties of the Trustee.

To divide Township into Road Districts; to appoint Road Overseers; to see to the proper application of money for road and other purposes; to have care and management of all property belonging to the Township; appoints Election Board; Overseer of property belonging to the Township; overseer of poor; attends to pecuniary concerns of Township and levies taxes.

The Treasurer has charge of all moneys of the Township.

The Clerk keeps the records of the Township.

The Justices of the Peace are the Judicial officers of the Township and have charge of the Justice Court.

Justice Courts.

There are two Justice Courts in each Township, each presided over by a Justice of the Peace who tries cases of misdemeanor and civil cases involving small amounts.

CITY GOVERNMENT

Classes, Form, Elections

Cities of Kansas are divided, according to population, into (1) First Class, 15,000 and over; (2) Second Class, 2,000 to 15,000 ;(3) Third Class, 250 to 2,000.

According to form of government, cities are divided into (1) Council; and (2) Commission.

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*Township Government. Gen. Statutes 1909, Par. 9555.

CITY ELECTIONS—PRIMARY, GENERAL, AND SPECIAL.

Nominations*

In cities of less than 5,000 population the nominations for city officers are by petition.

In cities of 5,000 and over population, candidates are placed upon primary ballot by petition for nomination for the regular election.

The petitions of party candidates under council form of government must have the signatures of not less than five per cent of qualified party electors upon them.

Independent candidates' names may be placed upon the primary ballot by petition of five per cent of the voters of the City or Ward, but must contain not less than ten signatures of qualified electors.

Under the Commission form of government for first and second class cities of over 5,000 population there are no party candidates, and the petitions must contain names of not less than twenty-five qualified voters.

Primary Elections†

Under the Council form of government, the primary election is held the second Tuesday in March each year.

The party candidate receiving the highest number of votes for the office designated is nominated for the office, and the name will appear upon the General City Election ballot.

Under the Commission form the primary election is held (1) for First class cities the second Monday preceding the first Tuesday in April; (2) for Second class cities the second Tuesday in March.

The two candidates having received the highest number of votes for the office designated are nominated and have their names placed upon the General City Election ballot.

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*Nominations. Session Laws 1913, Chap. 190.

†Primary Elections. Session Laws 1913, Chap. 128, Art. II. Gen. Statutes 1909, Par. 3290.

*General City Election.

General City elections are held (1) For First class cities, the first Tuesday in April, each odd numbered year, (2) For Second class cities, the first Tuesday in April each year. (3) For Third class cities, the first Monday in April, each odd numbered year.

†Special Elections.

Special elections may be called under council form (1) to issue bonds; (2) to vote on change from Council to Commission form of government; (3) to fill vacancies, in second class cities. Under Commission form; (1) for the Recall of officials; (2) for initiating ordinances; (3) For referring ordinances; (4) For Bond issues.

Not more than one special election may be called in six months.

COUNCIL FORM

This is the general form of government for cities. The governing body is composed of the Mayor and members of the Council who are elected by the people, and other officers, either elected by the people or appointed by the Council.

Qualifications for office under Council form: Candidates for the office of Mayor or Councilman must be qualified electors, a resident of the city six months prior to the election and owners of real estate within the city.

Candidates for the council must be residents of the ward from which they wish to be elected.

Wards: In cities of 4,000 to 8,000 there shall be not less than, nor more than, four wards. When the male citizens in any ward exceed 300 the Mayor and Council are authorized to divide the ward into election precincts.

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*General City Election. Gen. Statutes 1909, Par. 1355.
†Special Elections. Gen. Statutes 1909, Par. 1357.

Duties of officers: (1) The Mayor is the executive officer and shall preside over meetings, have casting vote in case of tie; shall sign or veto all ordinances passed by the Council; have general supervision of affairs of City; be active and vigilant in enforcing all laws and ordinances.

(2) The council is the legislative or law-making department and shall have the care, management and control of the City, its property and finances; shall enact, alter, modify, or repeal ordinances expedient for the good government of the City and not conflicting with the State Constitution and laws, for the preservation of peace and good-order, suppression of vice and immorality, to benefit trade and commerce, for the health of the people and other rules and regulations necessary to carry these into effect.

(3) The Police Judge is the conservator of the peace and determines all offences against the ordinances of the City.

(4) The City Attorney is the legal advisor of the officers of the City and represents the city in all actions at law.

City Courts.

The judicial power of the City is vested in the Police Court. The Police Judge is the conservator of peace and has original jurisdiction to hear and determine all offences against ordinances of the City.

*Council Form—First Class Cities.

Population 15,000 and over.

Elections are held the first Tuesday in April each year.

Officers to be elected: In odd years, Mayor, City Clerk, City Attorney, City Treasurer, Police Judge, and one member of Council from each ward. In even numbered years: one member of Council from each ward.

Term of office: two years.

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*First Class Cities. Gen. Statutes 1909, Par. 864.

There shall be a School Board of six members, three elected each odd numbered year to serve a term of four years. Exception, cities 50,000 to 75,000 population have twelve members.

Appointive officers, appointed by Mayor and Council: City Engineer, Fire Chief, Street Commissioner, Market Master, Inspector and Weigher of Produce, Weighmaster, Chief of Police, Policemen, Detectives, *Police Matron, and such other officers and employes as may be necessary. If 50,000 population, a City Councillor is appointed.

Salaries are provided by ordinance. They may not be more for the following than: Mayor $2,000; Attorney, $2,000; Clerk, $1,500; Engineer, $2,000; Street Commissioner, $1,200; Treasurer, $1,200; Police Matron, $900.

†Council Form—Second Class Cities.

Population 2,000 to 15,000.

Elections are held the First Tuesday in April each year.

Officers to be elected: In odd years: Mayor, Police Judge, City Treasurer, Treasurer School Board, one member Council from each ward; in even years: one member of Council from each ward. Term of office, two years.

††There shall be six members of the School Board, three elected each odd numbered year for a term of four years.

Appointive officers, appointed by Mayor and Council: City Marshal, City Clerk, City Attorney, City Assessor, They may appoint an Assistant Marshal, City Engineer, Street Commissioner, and Policemen if deemed necessary. These serve for one year unless removed for cause.

Salaries—The salaries of Mayor, Councilmen, members

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*Police Matron. Gen. Statutes 1909, Par. 985.
†Second Class Cities. Gen. Statutes 1909, Par. 1340.
††Session Laws 1911, Chap. 267, Sec. I.

of Board of Education shall not be more than ($1.00) per year. Salaries of other officers are provided by ordinance except Police Judge.

*Council Form—Third Class Cities.

Population 250 to 2,000.

Elections: the first Monday in April each odd numbered year.

The nomination for officers of city are by caucus system.

Officers to be elected: Mayor, Police Judge, and four Councilmen.

Term of office, two years.

When a third class City has population of over 1,000 it may be made a separate Township and then shall elect two Constables, and two Justices of the Peace.

Appointive officers: City Clerk, City Treasurer, Marshal, Assistant Marshal and Street Commissioner to be appointed by the Council in May each year. By ordinance, provision may be made for City Attorney.

COMMISSION FORM

Cities may, by majority vote of the citizens, adopt the Commission form of government.

In this form of government only the Commissioners are elected. All other officers are appointed by the Commissioners. The Mayor is one of the Commissioners.

Each Commissioner is elected as the head of a department and is responsible for the success of that department of the city business.

Qualifications for Commissioners.

(1) Citizens of the United States; (2) Bona fide property

*Third Class Cities. Gen. Statutes 1909, Par. 1510-1634.

owner in the city; (3) in (a) first and second class cities, at least twenty-five years of age, (b) third class, at least twenty-one years of age; (4) A resident immediately preceding the election, (a) in first class cities, 3 years; (b) in second class cities, 2 years; (c) in third class cities, 1 year.

Duties of Board of Commissioners.

To make and enforce all ordinances for the welfare of the city; to control the use of the public streets; to condemn and use private property for the city; to grant franchises; to levy and collect licenses; to estimate the expenses of the city; to levy taxes; to provide for the general welfare of the city.

Duties of Mayor.

To sign all ordinances; to execute contracts, sign orders upon Treasurer; to sign commissions of all appointive officers; to be conservator of the peace; to see that all laws and ordinances are enforced.

Unlike the council form of government, the Mayor has a vote on all questions, but no veto power.

Civil Service Commission.

The appointive officers, except Chief of Police, Fire Chief, and their Assistants are filled from lists of persons who have taken the Civil Service examinations.

With the Commission form the recall, the initiative and the referendum are in force.

The Initiative.

Any measure may be brought before the Commission and the people of the city, by a request, in form, signed by forty per cent of the entire vote cast for Mayor or Commissioners and such measure or ordinance (a) shall be passed without change within twenty days, or (b) a special

election shall be called, unless general municipal election occurs within ninety days, and the ordiance submitted unchanged.

If signed by not less than 10% of voters, nor more than 25% the Commission shall pass the ordinance within twenty days or submit to voters at the next general city election occurring not more than thirty days after petition is certified by the City Clerk.

Any number of proposed ordinances may be voted upon at the same election but not more than one special election may be called in any period of six months for such purpose.

The Recall.

The holder of any elective office may be removed at any time by the electors qualified to vote for his successor.

The procedure: A petition signed by at least twenty-five per cent of the entire vote of all candidates for Mayor at the last election demanding the election of a successor to the person sought to be removed, shall be filed with the clerk stating the grounds for the removal. Statement shall be made by one of the signers of each paper that the statements are true and that the signatures are genuine.

Within ten days after filing of petition City Clerk shall verify the number of signatures and if such petition is sufficient, shall submit the same to the Commission immediately. If the Commission finds the petition sufficient it shall order and fix date for election not less than thirty days nor more than forty days from the date of Clerk's certificate to Commission that petition is sufficient.

Such election shall be held, conducted and returned in same manner as regular City election. The successor of any officer shall hold the office during the unexpired term. The person receiving the highest number of votes in such election shall be declared elected. The officer being recalled will be a candidate unless he declares otherwise.

If the petition was not sufficient it shall be returned and

ten days given in which to amend the petition and if then it is insufficient, it is returned to the person filing, without prejudice to the filing of a new petition.

The Referendum

Any ordinance which has been proposed by petition or adopted by vote of the people cannot be repealed or amended except by vote of the people.

The Commission may submit a proposition for the repeal of any ordinance or for amendments thereto to be voted upon at any succeeding general election, and should such proposition so submitted receive a majority of the votes cast thereon at such election such ordinance is thereby repealed or amended accordingly.

After four years trial a city having the Commission form of government may by majority vote of the people abandon that form and return to the Council form.

*Commission Form—First Class Cities.

General city elections occur the first Tuesday in April of odd numbered year. Nominations are made at the Primary city election, which occurs the second Monday preceding the General city election. Names of candidates are placed on primary ballot by petition. At least twenty-five qualified electors must sign the petition.

The elective officers of the city are a board of five Commissioners, each the head of a certain department. The Mayor is elected head of Police and Fire departments; one is elected Commissioner of Finance and Revenue; one, Commissioner of Parks and Public Property; one, Commissioner of Waterworks and Street Lighting; one, Commissioner of Streets and Public Improvements.

The Board of Commissioners shall have control and supervision over all the departments of the city and shall

*Commission Form First Class Cities. Gen. Statutes 1909, Par. 1213-1339.

have power to make and enforce such rules and regulations as they may see fit and proper for the organization, management and operation of all the departments of the city.

The Mayor is the chief executive of the city and has general supervision over all other officers of the city.

The Board of Commissioners may appoint by majority vote the following officers: City Attorney, City Clerk, City Treasurer, City Auditor, City Engineer, Superintendent of Waterworks, Fire Marshal, Chief of Police, City Physician, Judge of the Police Court, Superintendent of Public Parks, City Assessor, and such other officers as are necessary for the best interest of the city, to serve during the term of the Commissioners.

*Commission Form—Second Class Cities.

Elections are held the first Tuesday in April, each year.

Nominations by primary election the second Tuesday in March except in cities of less than 5,000, in which nominations are by petition. Names of candidates are placed on primary ballot by petition with at least twenty-five names on petition.

The officers are three Commissioners, one of whom is known as Mayor.

In the first election the Mayor and two Commissioners are elected, the Mayor to serve one year, the two commissioners, one for two years, and one for three years. In the succeeding elections one Commissioner is elected each year to serve a term of three years.

The Mayor is head of the Department of Police, Health and Fire.

One Commissioner is elected to the department of Finance and Revenue; and the other, Streets and Public Utilities.

Appointive officers are: City Attorney, City Treasurer, Police Judge, City Engineer, Marshal, Fire Chief, and such other officers and employes as necessary. Term, two years.

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*Commission Form Second Class Cities. Gen. Statutes 1909, Par. 1473-1509. Session Laws 1913, Chap. 110.

*Commision Form—Third Class.

Elections are held the first Monday in April each year.

Nominations are by caucus or mass meeting.

Elective officers: Mayor, who is Commissioner of Police, and Fire Departments; a Commissioner of Finance, Revenue and Waterworks; and a Commissioner of Streets, Alleys and Public Improvements.

Term of office, three years.

Appointive officers: City Clerk, City Treasurer, Police Judge, and City Marshal. The following may be appointed, too, if deemed necessary: City Attorney, City Assessor, City Engineer and a Fire Chief.

SCHOOL GOVERNMENT†

In Kansas the government of the schools is placed in the hands of a State Superintendent of Public Instruction who has general oversight for the State; County Superintendents of Public Instruction, who have oversight, each for his County; and a Board of Directors, commonly called the School Board, for each District.

Each County is divided into Districts for the accommodation of the pupils and patrons of the school.

Schools are designated as rural and city schools.

In rural districts, and third class cities, the School Board consists of three members, one elected each year to serve for three years.

The annual meeting at which the business of the district is transacted and directors elected is held the second Friday in April at two o'clock P. M.

In union or graded school districts composed of two or

*Commission Form Third Class Cities. Sessions Laws 1913, Chap. 128.
†Gen. Statutes 1909, Par. 7377 to 7865.

more districts the annual meeting is the Thursday preceding the second Friday in April.

Duties of School Board: To employ teachers; to have charge of all property of district; to furnish necessary supplies for school; to confer and co-operate with the teacher in management of school; to make proper reports to County; to work for the best interests of the school.

*In cities of the first and second class (except cities of from 50,000 to 75,000) the Board of Education consists of six members chosen at large. Three are elected at the city election each odd numbered year for a term of four years. They take office the August following election.

In cities of the first class the Board of Education may elect the Treasurer of the Board of Education to serve during pleasure of Board. Otherwise the City Treasurer acts as Treasurer of Board of Education.

In cities, there shall be a City Superintendent who shall supervise the work of the schools of the city.

Special Elections.

Special elections may be called upon petition of ten resident taxpayers for purposes designated by law and specified in the call.

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*School Board. Session Laws 1911, Chap. 97.

CONGRESSIONAL DISTRICTS.

First District.

Doniphan, Atchison, Leavenworth, Brown, Jefferson, Nemeha, Jackson, Shawnee.

Second District.

Wyandotte, Johnson, Miami, Anderson, Bourbon, Allen, Linn, Douglas, Franklin.

Third District.

Crawford, Cherokee, Cowley, Chautauqua, Elk, Labette, Montgomery, Neosho, Wilson.

Fourth District.

Coffey, Osage, Woodson, Greenwood, Lyon, Wabaunsee, Potawatomie, Morris, Chase, Marion.

Fifth District.

Marshall, Riley, Washington, Clay, Dickinson, Saline, Ottawa, Cloud, Republic, Geary.

Sixth District.

Jewell, Mitchell, Elsworth, Ellis, Osborne, Smith, Phillips, Rooks, Russell, Trego, Cheyenne, Decatur, Sheridan, Sherman, Thomas, Wallace, Rawlins, Logan Gove, Graham, Lincoln, Norton.

Seventh District.

Barber, Barton, Clarke, Comanche, Edwards, Finney, Ford, Grant, Gray, Greely, Hamilton, Harper, Haskell, Hodgeman, Kearney, Lane, Kingman, Kiowa, Meade, Morton, Ness, Pawnee, Pratt, Reno, Rice, Rush, Scott Seward, Stafford, Stanton, Stevens, Wichita.

Eighth District.

Butler, Harvey, McPherson, Sedgwick, Summer.

SENATORIAL DISTRICTS.

First—Brown and Doniphan.
Second—Atchison and Jackson.
Third—Leavenworth.
Fourth—Wyandotte.
Fifth—Douglas and Jefferson.
Sixth—Johnson and Miami.
Seventh—Linn and Anderson.
Eighth—Bourbon
Ninth—Crawford
Tenth—Cherokee.
Eleventh—Labette.
Twelfth—Montgomery.
Thirteenth—Neosho and Wilson.
Fourteenth—Woodson and Allen.
Fifteenth—Franklin and Coffey.
Sixteenth—Osage.
Seventeenth—Shawnee.
Eighteenth—Potawatomie and Nemaha.
Nineteenth—Marshall.
Twentieth—Washington
Twenty-first—Riley, Geary, Wabaunsee.
Twenty-second—Dickson and Clay.
Twenty-third—Marion, Chase and Morris.
Twenty-fourth—Lyon, and Greenwood.
Twenty-fifth—Butler.
Twenty-sixth—Elk and Chautauqua.
Twenty-seventh—Cowley.
Twenty-eighth—Summer.
Twenty-ninth—Sedgwick.
Thirtieth—Harvey and McPherson.
Thirty-first—Saline and Ottawa.
Thirty-second—Cloud and Republic.
Thirty-third—Jewell and Mitchell.
Thirty-fourth—Osborne, Lincoln, Russell and Ellsworth.
Thirty-fifth—Barton, Rice and Stafford.

Thirty-sixth—Reno, Kingman and Pratt.

Thirty-seventh—Harper, Meade, Barber, Kiowa, Comanche, Clark, Ford and Gray.

Thirty-eighth—Edwards, Ness, Hodgemen, Rush, Pawnee, Lane, Scott, Wichita, Greeley, Hamilton, Kearney, Finney, Haskell, Grant, Stanton, Morton, Stevens, and Seward.

Thirty-ninth—Gove, Trego, Ellis, Rooks, Graham, Sheridan, Decatur, Rawlins, Thomas, Logan, Wallace, Sherman, and Cheyenne.

Fortieth—Smith, Phillips, Norton.

JUDICIAL DISTRICTS

First—Leavenworth County.

Second—Atchison County.

Third—Shawnee County, (Two Divisions).

Fourth—Douglas County, Franklin County, Anderson County.

Fifth—Coffey County, Lyon County, Chase County.

Sixth—Bourbon County, Linn County.

Seventh—Wilson County, Neosho County.

Eighth—Dickinson County, Marion County, Geary County, Morris County.

Ninth—Reno County, Harvey County, McPherson County.

Tenth—Johnson County, Maimi County.

Eleventh—Cherokee County.

Twelfth—Cloud County, Republic County, Washington County.

Thirteenth—Chautauqua County, Elk County,Greenwood County, Butler County.

Fourteenth—Montgomery County.

Fifteenth—Mitchell County, Osborne County, Jewell County, Smith County.

Sixteenth—Labette County.

Seventeenth—Phillips County, Norton County, Decatur County, Rawlins County, Cheyenne County.

Eighteenth—Sedgwick County (Two Divisions).

Nineteenth—Summer County, Cowley County.

Twentieth—Rice County, Barton County, Stafford County.

Twenty-First—Riley County, Marshall County, Clay County.

Twenty-Second—Doniphan County, Brown County, Nemaha County.

Twenty-Third—Russell County, Ellis County, Trego County, Gove County, Logan County, Wallace County.

Twenty-Fourth—Kingman County, Pratt County, Harper County, Barber County.

Twenty-Ninth—Wyandotte County. (Two Divisions)

Thirtieth—Ottawa County, Saline County, Ellsworth County, Lincoln County.

Thirty-First—Ford County, Kiowa County, Clark County, Meade County, Gray County, Comanche County.

Thirty-Second—Seward County, Stevens County, Morton County, Haskell County, Grant County, Stanton County, Finney County, Kearney County, Hamilton County.

Thirty-Third—Rush County, Ness County, Lane County, Scott County, Wichita County, Greeley County, Pawnee County, Edwards County, Hodgeman County.

Thirty-Fourth—Rooks County, Graham County, Sheridan County, Thomas County, Sherman County.

Thirty-Fifth—Pottawatomie County, Wabaunsee County, Osage County.

Thirty-Sixth—Jackson County, Jefferson County.

Thirty-Seventh—Allen County, Woodson County.

Thirty-Eighth—Crawford County.

Court of Common Pleas of Wyandotte County. Kansas City.

REPRESENTATIVE DISTRICTS

There are 125 Representative Districts.

Each county in Kansas composes one representative district, with the following exceptions: Counties with two representatives: Atchison, Douglas, Franklin, Bourbon, Crawford, Cherokee, Labette, Montgomery, Marshall, Lyon, Cowley, Butler, Reno, Sumner, Johnson, Clay, Leavenworth.

Counties with three representatives: Wyandotte, Shawnee, Sedgwick,

SAMPLE BALLOT

List of candidates nominated to be voted for in the county of ————township (or city) of————, November———— 19——.

To vote for a person mark a cross X in the squares at the right of the party name or political designation.

FOR PRESIDENT, FOR VICE-PRESIDENT,
Woodrow Wilson, T. R. Marshall. } Democrat ☐
PRESIDENTIAL ELECTORS, Vote for Ten.
Shelton C. Bybee. (Residence.) Democrat ☐

And so on, with nine lines, with electors arranged in alphabetical order, with squares at right of each political designation.

FOR PRESIDENT, FOR VICE-PRESIDENT
William Taft. J. Sherman. } Republican ☐
PRESIDENTIAL ELECTORS, Vote for Ten.
B. F. Blaker. (Residence.) Republican ☐

And so on, with nine lines with electors arranged in alphabetical order, with squares at right of each political desgination.

FOR PRESIDENT, FOR VICE-PRESIDENT,
E. V. Debs. E. Seidel. } Socialist ☐
PRESIDENTIAL ELECTORS, Vote for Ten.
W. S. Armour. (Residence.) Socialist ☐

And so on, with nine lines, with electors arranged in alphabetical order, with squares at right of each political designation.

FOR UNITED STATES SENATOR. Vote for One.

A. W. Ricker.	(Residence.)	Socialist ☐
W. R. Stubbs.	(Residence.)	Republican ☐
W. H. Thompson.	(Residence.)	Democrat ☐

FOR GOVERNOR Vote for One.

Arthur Capper.	(Residence.)	Republican ☐
G. H. Hodges.	(Residence.)	Democrat ☐
G. W. Kleihege.	(Residence.)	Socialist ☐

FOR LIEUTENANT-GOVERNOR — Vote for One.

F. L. Britton.	(Residence.)	Democrat ☐
Sheffield Ingalls.	(Residence.)	Republican ☐
M. M. Mitchell.	(Residence.)	Socialist ☐

FOR SECRETARY OF STATE. — Vote for One.

Burt E. Brown.	(Residence.)	Democrat ☐
T. H. McGill.	(Residence.)	Socialist ☐
C. H. Sessions.	(Residence.)	Republican ☐

And continuing in like manner with all candidates for the state ticket.

FOR CONGRESSMAN. — Vote for One.

Grant Chapin.	(Residence.)	Socialist ☐
G. T. Helvering.	(Residence.)	Democrat ☐
Rollin R. Rees.	(Residence.)	Republican ☐

FOR STATE SENATOR, 32nd DISTRICT. — Vote for One.

Albert B. Carney.	(Residence.)	Democrat ☐
R. H. Galloway.	(Residence.)	Republican ☐

COUNTY TICKET.

FOR REPRESENTATIVE, 61st DISTRICT. — Vote for One.

C. F. Armstrong.	(Residence.)	Democrat ☐
L. Householter.	(Residence.)	Socialist ☐
Issaac A. Rigby.	(Residence.)	Republican ☐

FOR COUNTY TREASURER. — Vote for One.

B. A. McGaugh.	(Residence.)	Democrat ☐
Minnie McCay.	(Residence.)	Republican ☐
Theodore McGaw.	(Residence.)	Socialist ☐

And continuing in like manner as to all candidates for the county ticket.

OCT 9 1913

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